



Louisville-Jefferson County Metro Government
Department of Codes and Regulations
Metro Development Center
444 South Fifth Street, Suite 100, Louisville, KY 40202-4314
Telephone: (502) 574-3321 Fax: (502) 574-4356

This application is to be completed by the applicant and then taken to the Fire Marshal's office for their signature. Upon obtaining the Fire Marshal's signature return the application to the Department of Inspections, Permits and Licenses, at which time you will receive the permit to erect the tent. A copy of this application shall be attached to the permit and posted conspicuously on the main tent pole or inside the tent's main entrance. Individual tent fee shall be **\$125.00**. Fees for groups of tents shall be in accordance with KBC Table 430.4.1.

TENT PERMIT APPLICATION			
DATE		PERMIT NUMBER	
LOCATION			
APPLICANT		PHONE	
ADDRESS			
TENT TO BE ERECTED FROM		TO	

1. Tent Dimensions: Length _____ Width _____ Height _____
2. Distance to Property Lines: Front _____ Rear _____ Nearest Side _____
3. Proposed Use of Tent: _____
4. Proposed Occupancy Load (Capacity): _____
5. Number of Exits: _____
6. Width of Exits: _____
7. Are Exits designated? ☐ Yes ☐ No
8. Are your tarpaulins and all decorative materials treated to render the materials flame-resistant and self extinguishing? ☐ Yes ☐ No
9. Is your Tent adequately guyed, staked and fastened to withstand a wind pressure of not less than 20 lbs. per square foot to projected area? ☐ Yes ☐ No
10. Does the Tent occupy more than 75% of the premises it is located on? ☐ Yes ☐ No
11. Does the Tent have any Heating Equipment? ☐ Yes ☐ No
12. Does the Tent have any Electrical Service? ☐ Yes ☐ No
13. Does the Tent have any Cooking Equipment? ☐ Yes ☐ No
14. Does the Tent have Seating? ☐ Yes ☐ No
15. Does the Tent contain any hay, straw, wood shavings or similar combustible materials? ☐ Yes ☐ No

I, _____, hereby certify that I am authorized by the owner of record to make this application as his agent, and that the questions answered above are correct to the best of my knowledge.

CONDITIONS OF PERMIT: _____

OTHER PERMITS OR APPROVALS			
<input type="checkbox"/> Local City Approval	<input type="checkbox"/> HVAC	<input type="checkbox"/> Electrical	<input type="checkbox"/> Traffic

Building Official

Date

Fire Official

Date

KBC Tent Fee Schedule

430.4.1 Fees. Individual tent and temporary structures for site placement shall be \$125.00. Fees for groups of tents shall be accordance with Table 430.4.1

TABLE 430.4.1

AGGREGATE SQUARE FOOTAGE OF TENT AREA	AMOUNT OF FEE
0 - 2,000	\$250.00
2,001 - 5,000	\$350.00
5,001 - 10,000	\$500.00
10,001 - 15,000	\$750.00
15,001 - 20,000	\$950.00
20,001 - 30,000	\$2,000.00
30,001 - 50,000	\$2,850.00
50,001 - 70,000	\$3,250.00
70,001 - 100,000	\$4,000.00